



NEWAYGO COUNTY BOARD OF COMMISSIONERS
1087 NEWELL STREET, WHITE CLOUD, MI 49349

FEBRUARY 24, 2010

Meeting called to order by Chairman Adam Wright at 9:32 A.M.

Prayer by Newaygo County Clerk, Laurel J. Breuker.

Pledge of Allegiance to the Flag led by Commissioner Patrick Gardner.

PRESENT: Patrick Gardner; Barbara Geno; James Maike, Jr.; Stanley Nieboer; Charles Trapp; Adam Wright

ABSENT: Simon Scholtens (excused)

10-098

MOTION BY MAIKE, SECONDED BY TRAPP, TO APPROVE THE AGENDA OF FEBRUARY 24, 2010. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

10-099

MOTION BY GARDNER, SECONDED BY TRAPP, TO APPROVE THE BOARD OF COMMISSION REGULAR MEETING MINUTES OF FEBRUARY 10, 2010. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

10-100

MOTION BY TRAPP, SECONDED BY GENO, TO APPROVE THE BOARD OF COMMISSION CLOSED SESSION MINUTES OF FEBRUARY 10, 2010. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

PRESENTATION/RETIREMENT RESOLUTION - Chairman Wright handed the gavel over to Vice Chair, Stanley Nieboer, for the presentment of the retirement resolution.

10-101

MOTION BY WRIGHT, SECONDED BY TRAPP, TO APPROVE RESOLUTION #02-006-10 RECOGNIZING SALLY GRANT'S RETIREMENT. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

Chairman, Adam Wright, presented Sally Grant with the Retirement Resolution acknowledging her service to Newaygo County and congratulating her on her retirement.

PRESENTATION/PROBATE COURT CASELOAD REPORT - In an effort to increase communication, Probate Register, Trincie Stroven, provided the Board with a report on the Probate Court caseload similar to the 2009 Report provided to the State Court Administrator's Office. Probate Court

handles the cases relating to the deceased, individuals requiring guardianship and/or conservatorship, and the mentally ill. An outline of the definitions of the types of cases handled by the Probate Court was provided. Ms. Stroven reported the Probate Court caseload increased slightly over the years from 328 in 2003 to 378 in 2009. With the close of the New Focus portion of Gerber Hospital, petitions for mental health proceedings have shown the largest increase. No instances of delay in matters submitted to Judge have occurred; nor have any deficiencies in the administration of guardianship/conservatorship cases for the year 2009.

UPDATE/JUVENILE COLLECTIONS CLERK - Circuit Court Administrator/Friend of the Court, Ward Staffeld, updated the Board on the Juvenile Collections Clerk position. Mr. Staffeld introduced the Board to Patricia Heaven, who holds the position of Juvenile Collections Clerk. Since the inception of the program two years ago, Ms. Heaven has collected a total of \$285,511.25 in fines, fees and various other court costs that are mandated. The Board's attention was specifically drawn to the fact that Ms. Heaven has exceeded the requirement of collecting at least one-half of her salary each year. According to Mr. Staffeld, it is interesting to note that a year after this program was implemented, the State Court Administrative Office did mandate that all courts create a collections' programs.

COMMITTEE REPORT/PUBLIC SAFETY/JUDICIAL/NIEBOER - None.

COMMITTEE REPORT/HEALTH EDUCATION & HUMAN SERVICES/GENO - Reported the committee continues to work toward developing a "Department Head" definition, and is also reviewing the County's Wellness Program.

COMMITTEE REPORT/FINANCE/GARDNER

10-083-1

MOTION BY GARDNER, SECONDED BY NIEBOER, TO APPROVE THE SHERIFF'S OFFICE ANNUAL REGISTRATION FOR THE MICHIGAN JUSTICE TRAINING FUNDS' 2010 LAW ENFORCEMENT DISTRIBUTION, AND AUTHORIZE THE SHERIFF'S OFFICE TO SUBMIT THE ANNUAL REGISTRATION ONLINE. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

10-084-1

MOTION BY GARDNER, SECONDED BY TRAPP, TO APPROVE THE EMERGENCY SERVICES DEPARTMENT TRAVEL POLICY WITH THE ADDITION OF THE FOLLOWING LANGUAGE TO SECTION 1.6, PARAGRAPH 2, "OR ANY OTHER LEGAL VIOLATIONS". AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

10-088-1

MOTION BY GARDNER, SECONDED BY MAIKE, TO APPROVE THE SUBMISSION OF THE MDOT SPECIALIZED SERVICES GRANT APPLICATION FOR FY 2011 IN THE AMOUNT OF \$32,410.00 FOR THE PURPOSE OF OPERATING FUNDING FOR THE COMMISSION ON AGING BUS ACCESS SERVICES, AND AUTHORIZE THE CHAIRMAN OF THE CHAIRMAN OF THE BOARD AND THE COMMISSION ON AGING DIRECTOR TO SIGN ANY

AND ALL OF THE NECESSARY DOCUMENTS. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

10-089-1

MOTION BY GARDNER, SECONDED BY GENO, TO APPROVE THE SUBMISSION OF THE MDOT 5310 CAPITAL GRANT APPLICATION FOR FY 2011 IN THE AMOUNT OF \$147,500.00 FOR EQUIPMENT REPLACEMENTS, AND AUTHORIZE THE CHAIRMAN OF THE BOARD AND THE COMMISSION ON AGING DIRECTOR TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

10-093

MOTION BY GARDNER, SECONDED BY NIEBOER, TO APPROVE THE SEMI-MONTHLY DETAIL ANALYSIS DATED FEBRUARY 17, 2010, CHECK #59877 THROUGH CHECK #60049, FOR A TOTAL AMOUNT OF \$449,191.82. AYES-6, ABSENT-NIEBOER. MOTION CARRIED.

10-094

MOTION BY GARDNER, SECONDED BY MAIKE, TO RATIFY THE JANUARY 2010 MONTHLY CHECK REGISTER IN THE AMOUNT OF \$2,771,810.70. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

10-095

MOTION BY GARDNER, SECONDED BY TRAPP, TO APPROVE THE NEWAYGO COUNTY BUDGET REPORT FOR THE MONTH OF JANUARY 2010, WITH BUDGET AMENDMENTS AND TRANSFERS AS PRESENTED. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

10-096

MOTION BY GARDNER, SECONDED BY NIEBOER, TO APPROVE THE 2010 FISCAL YEAR HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT APPLICATION, AND AUTHORIZE THE BOARD CHAIR TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-6, ABSENT-NIEBOER. MOTION CARRIED.

MISCELLANEOUS COMMITTEE REPORT/EXECUTIVE COMMITTEE

10-102

MOTION BY NIEBOER, SECONDED BY TRAPP, TO APPROVE THE 2010 PERFORMANCE EVALUATION TIMELINE FOR THE COUNTY ADMINISTRATOR. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

MISCELLANEOUS COMMITTEE REPORT/GENO - Reported on attendance at the meeting of the Area Agency on Aging of Western Michigan. Significant mention was made of the 28% increase in health premiums by Blue Cross/Blue Shield; another provider is being sought.

MISCELLANEOUS COMMITTEE REPORT/TRAPP - Reported on attendance at a meeting at the City of White Cloud with Maintenance Supervisor Steve Gray for site plan review on the Animal Shelter project; site plan approval was received.

MISCELLANEOUS COMMITTEE REPORT/GARDNER - Reported that the Jail Expansion Construction Committee has reduced the number of anticipated meetings this year. The committee members receive regular updates on the project.

MISCELLANEOUS COMMITTEE REPORT/MAIKE - Reported on attendance at the Michigan Northern Counties Association meeting; 32 of the 36 counties were present.

MISCELLANEOUS COMMITTEE REPORT/WRIGHT - Reported on attendance at the MAC (Michigan Association of Counties) Economic Development & Taxation meeting. Discussion surrounded the budget. Under the Governor's current proposed budget, revenue sharing is funded; reductions are scheduled for the Department of Community Health.

ADMINISTRATOR'S REPORT/LAKE - The Administrator provided the Board with the following informational items:

- Newaygo County's revenue sharing reserve fund is slated to last through July 2011 based upon latest projections.
- The County has been approached by the City of White Cloud and surrounding townships regarding the possibility of funding an expansion and/or the creation of a new fire barn.
- Tax foreclosure issues have developed on properties with County liens through the Community Development Department. Attempts to address both properties are in the process of being addressed.
- Gerber has submitted its year-end report on the Renaissance Zone; 1,246 jobs and \$18 million worth of investments were reported at the end of 2009.

PUBLIC COMMENT: Ken Hoersten of the City of Fremont addressed the Board on recycling in Newaygo County; presenting the Board with petitions signed by 1003 individuals supporting a County funded, County-wide recycling program. Cecilia Powers also addressed the Board on recycling in Newaygo County providing information from the Environmental Protection Agency website on the benefits of recycling. Also addressing the Board on recycling in Newaygo County, Gloria Switzer of Sheridan Charter Township by providing history on the previous request for a County-wide ballot proposal.

MISCELLANEOUS/TAX ALLOCATION BOARD APPOINTMENT
10-103

MOTION BY GARDNER, SECONDED BY MAIKE, TO APPOINT STANLEY DeKUIPER TO THE 2010 TAX ALLOCATION BOARD REPRESENTING THE PUBLIC. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.

MISCELLANEOUS/MAIKE/WRIGHT/GENO - Expressed appreciation for those individuals appearing and addressing the Board on recycling in Newaygo County. Also commented on recycling in Newaygo County and the prospect and issues regarding a County funded program.

10-104

MOTION BY GARDNER, SECONDED BY NIEBOER, TO ADJOURN THE MEETING AT
10:25 A.M. AYES-6, ABSENT-SCHOLTENS. MOTION CARRIED.



LAUREL J. BREUKER
NEWAYGO COUNTY CLERK

ADAM WRIGHT, CHAIRMAN
NEWAYGO COUNTY BOARD OF COMMISSIONERS

MARCH 2, 2010



Policy and Procedures

SUBJECT: In order to comply with U.S. Department of Homeland Security regulations, Newaygo County Emergency Services is required to adopt a travel policy that regulates employee expenses, including mileage, meals, and lodging, while traveling on behalf of the county.

BACKGROUND: The Emergency Services department has previously used the Sheriff's Office travel policy for travel expense guidelines. Emergency Services departmental activities require more frequent and more prolonged travel than those of the Sheriff's Office and it has become necessary to adopt a travel policy that addressed the specific needs of this department.

POLICY:

Section 1 – Transportation

1.1 - County Vehicles. The use of county provided vehicles for official county business is the preferred method of transportation. County vehicles should be used whenever possible before a privately owned vehicle.

1.2 - Privately Owned Vehicles. The use of privately owned vehicles for official county business in lieu of County provided vehicles may be authorized by the County Administrator when a county vehicle is not available.

1.3 - Computation of Mileage. Mileage computation for official county business utilizing privately owned vehicles shall be based on a direct point to point mileage calculations utilizing odometer readings or road atlas mileage calculations from MapQuest. Official county business may begin from the Newaygo County Emergency Services Office or from the Employee's residence. Where official county business starts and or terminates at the employee's residence, reimbursement will be based from the residence to the field assignment and return.

1.4 – On Duty. When traveling from point to point on official county business, an employee will be considered to be "on duty" and will be paid for the travel time. If an employee is "On Duty" on a non-work day, the employee will be paid regular wage and will utilize an adjusted schedule approved by the Emergency Services Deputy Director.

1.5 - Reimbursable Expenses.

1. Mileage for use of privately owned vehicles for official county business.
2. Parking charges, including daily parking permits and metered parking. Receipts are to be attached to the travel voucher if obtainable.
3. Bridge and road toll charges are reimbursable, no receipts are required.

1.6 - Non-Reimbursable Expenses.

- 1.No mileage reimbursement will be allowed for commuting between an employee's residence and the Newaygo County Emergency Services Office.
2. The County does not pay for parking tickets **or any other legal violations**.
3. Charges for gasoline, lubrication, repairs, antifreeze, towage, and other similar expenditures will not be allowed as reimbursable items when privately owned vehicles are used.

1.7 - Reimbursement Rates. Mileage rate reimbursements for official county business utilizing privately owned vehicles shall be the Internal Revenue Service standard mileage reimbursement rate as adopted by the Newaygo County Board of Commissioners.

Section 2 – Reimbursement for Meals and Lodging Expense

2.1 - Meals. The maximum daily meal reimbursement rates for regular travel within the state shall be the Michigan Department of Management and Budget published Rate Schedule. Individual meal reimbursement will be based on the following schedule:

Breakfast--When travel commences prior to 6:00 a.m. and extends beyond 8:30 a.m.

Lunch--When travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.

Dinner--When travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m.

2.2 - Lodging. Lodging expenses will be reimbursed by the Newaygo County Emergency Services Department when an employee travels more than 60 miles away from the Newaygo County Emergency Services Office for official county business, including conventions, trainings, conferences, and meetings, lasting more than one day. The maximum daily lodging reimbursement rates for regular travel within the state shall be the Michigan Department of Management and Budget published Rate Schedule.

2.3 – Conventions, Trainings, Conferences, and Meetings. The following rules have special application to conventions, trainings, conferences, and meetings at which employees are required to attend as official representatives of Newaygo County Emergency Services:

1. For attendance at any convention or other formal gathering hosted by an independent organization, over which the State agency has no control, actual meal and lodging expenses supported by receipts at the convention location will be allowed if approved by the Newaygo County Emergency Services Director.
2. For required attendance at any meeting of the Newaygo County Emergency Services Department, Region 6 Homeland Security Planning Board, or commission, employees will be reimbursed for their meal, travel, and lodging expenses in accordance with established rates.
3. Employees and other eligible attendees required to attend any prearranged Regional Homeland Security Planning meeting within the county shall be reimbursed for meal expenses in accordance with established Homeland Security Grant Reimbursement Guidelines and established rates. Meeting attendance must be in connection with Regional Planner activities required under the Homeland Security Grant Program, which enhance planning, interoperability, regional coordination and collaboration, and implement plans to carry out the goals of the Regional Homeland Security Strategy (RHSS).

2.4 - Reimbursable expenses.

1. Actual meal expenses paid, not to exceed the maximum rate.
2. Actual lodging expenses paid, not to exceed the maximum rate plus tax.
3. Sales or use taxes, applicable to lodging charges in addition to the regular lodging rate.

2.5 - Non-reimbursable expenses.

1. Expenses incurred for alcoholic beverages are not allowable as reimbursable expenses
2. Tips will not be reimbursed by the Newaygo County Emergency Services Department.
3. The cost of a skipped meal may not be added to the cost of another meal.
4. Personal amenity costs associated with lodging including movies, phone charges, internet, etc.

2.6 – Reimbursement Rates. The maximum daily meal reimbursement rates for regular travel within the state shall be the Michigan Department of Management and Budget published Rate Schedule.

Section 3 – Preparation and Submission of Travel Expense Voucher

For all eligible travel expenses, an expense voucher needs to be completed utilizing the following procedures:

1. The expense voucher shall contain the employee's full name and home address.
2. The expense voucher shall contain an invoice number utilizing the following format: YYESMMIN, (Year, ES for Emergency Services, Month, and Initials. (ie. 08ES10HH).
3. The expense voucher shall contain one of the following account number(s):
Standard Emergency Services Travel, Conferences, and Governance: 2053-426-860
Regional Planner Incidental Travel: 2053-4263-860
Employee Training: 2053-426-956
4. The expense voucher shall contain a description and location of the activity and note if it is an eligible reimbursement expense by the Homeland Security Grant.
5. The expense voucher shall contain an odometer reading or attached compilation of mileage for privately owned vehicles.
6. All eligible expenses shall have attached original, itemized receipts when obtainable.
7. All expense vouchers shall be signed by both the employee and by the Emergency Services Director.
8. The original expense voucher is submitted to the Administration Office and a copy is retained by the Emergency Services Director.

Section 4 – Amendments

When in the best interest of the County, any of the above is subject to be amended by the approval of the Emergency Services Director and or County Administrator.